

Market to Chef Program

Farmer Instructions

I. Schedule

	Wednesday Market	Saturday Market
Farmers update Availability List	By Saturday midnight	By Tuesday midnight
Chefs make orders	Sunday by midnight	Wednesday by midnight
Farmers harvest	Monday and Tuesday	Thursday and Friday
Delivery at market, or pre-arranged	Wednesday	Saturday

II. Update your Availability List

A. Fill in your product availability list for the upcoming market in [this sheet](#).

B. Find your tab on the bottom of the page. This is yours to manage.

- Please only put a number in the Price Column (no dollar sign)
- On the horizon: If you'd like to communicate what products chef's could expect in the next week or so, include those items at the bottom and we'll include them in the Chef Order Sheet.
- A picture says 1000 words! To attach a picture, load one into any google drive folder, copy the link (click on the "share" button top right) and copy the link into the notes section.
- Note: if you pack in cases, please include bunches or weight per case in the notes section.

C. Let us know it's ready! Insert the date at the top where it says "Updated

_____"

III. Check out your Orders

A. Visit the [Chef Order Sheet](#) to view your orders.

- B. Remember to look at every single tab, even if that chef hasn't ordered from you before.
- C. Scroll right to identify your column. Your invoice total is at the bottom of your column.

IV. Distribution/Delivery

- A. Harvest and bring the orders to market with you. Have them ready at your stall for the chef to find you.

OR

- B. Drop off at the market's designated Chef Pick-up Zone. You'll still need to invoice the chef directly.

OR

- C. If you will not be coming to market, contact the chef to arrange alternate delivery. Contact information for everyone is on the first tab in the Chef Order Sheet.

V. Payment

- Please invoice the chefs directly.

VI. Archive

- Want to check out past orders? They live here in this folder: [Archive](#)